

APPLICATION PROCEDURE FOR SPECIAL USE PERMITS

1. The property owner, or a designated agent, shall appear at the Department of Planning and Development, 723 W. Markham, to complete required application forms and to provide the address and legal description of the property upon which the use will be conducted.
2. The applicant shall submit, as part of the application, a cover letter setting forth the request. The letter should include a statement as to the intent of the use and should include such information as is necessary to inform the Commission of the issue.
3. All applicants must submit a copy of the bill of assurance for the subdivision within which the subject property is located. Copies of bills of assurance are available at the Pulaski County Circuit Clerk's office located at 401 West Markham Street. If the property is not located in a subdivision with a bill of assurance, the applicant must submit a statement to that effect in conjunction with submission of the application.
4. After properly filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (Note: This notice is not a petition for approval or disapproval.)

Before the Planning Commission shall consider a request for a special use permit on any property, the petitioner for such action shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all the record owners of property situated within 200 feet thereof as certified by a licensed abstractor. Said notice shall be sent by certified or registered mail to the last known address of such record owner(s), and the petitioner shall execute and file with the Planning staff an affidavit showing compliance herewith, attaching as exhibits to said affidavit official evidence that said notices have been so mailed.

5. The affidavit required and supporting exhibits (outgoing postmarked mailing receipts, certified abstract list of property owners on record and copy of notice) shall be filed with the Department of Planning and Development no later than six (6) calendar days prior to the meeting date.
6. The applicant shall post the sign furnished at the time of filing at the front of the property so that it can be seen from the street, at least thirty (30) calendar days before the meeting. If for any reason the sign should be destroyed or torn down, a replacement may be obtained from this office.
7. The applicant will appear in person before the Planning Commission at the public hearing on the Special Use Permit. At such time, the applicant may make a presentation regarding the request, answer questions from the Planning Commission or to rebut neighborhood opposition if necessary.
8. The Planning Commission action is the final action required unless an appeal is filed by an involved party with the Board of Directors. (The appeal is filed with the City Clerk's office.) Permits for occupancy and/or construction will be issued within the thirty (30) day appeal period at the risk of the applicant.
9. Approval by the Planning Commission shall give the applicant the right to pursue other required permits for the use and to engage in the use as specified in the Special Use Permit.

FILING FEE: \$135.00 plus a \$5.00 Sign Fee

APPLICATION FOR SPECIAL USE PERMIT

ZONING CASE FILE NO. _____

PLANNING COMMISSION MEETING: _____

Application is hereby made to the Little Rock Planning Commission, pursuant to the provisions of Act 186, of 1957, Acts of Arkansas, as amended, and Chapter 36 of Little Rock, Ark. Rev. Code (1988), as amended, requesting approval of a Special Use Permit as described below:

ADDRESS: _____

LEGAL DESCRIPTION: _____

OWNER’S NAME: _____

ZONING ON PROPERTY: _____ PROPOSED USE: _____

APPLICANT: _____ TELEPHONE: _____

MAILING ADDRESS: _____

PLANNING COMMISSION ACTION: _____

SPECIAL CONDITIONS WITH APPROVAL: _____

FEE: _____

**NOTICE OF PUBLIC HEARING BEFORE
THE LITTLE ROCK PLANNING COMMISSION
ON AN APPLICATION FOR SPECIAL USE PERMIT**

To all owners of lands lying within 200 feet of the boundary of property at:

Address: _____

General Location: _____

Owned By: _____

Notice is hereby given that an application for a Special Use Permit on the above property has been filed with the Department of Planning and Development, 723 West Markham, City of Little Rock, Arkansas to allow use of the property as follows:

PRESENT USE: _____

PROPOSED USE: _____

A public hearing on the application will be held in the Chamber of the Little Rock Board of Directors, 2nd Floor, City Hall on: _____, at _____ P.M.

Meetings between the developer, the staff and the neighborhood residents can be arranged prior to the public hearing if desired. The applicant/developer is _____ and can be contacted at the telephone number _____.

All interested parties may appear and be heard at said time and place, or may notify the reviewing body of their views by letter. Information about the application may be requested by contacting Department of Planning and Development, 723 West Markham, Little Rock, Arkansas; (501) 371-4790.

AFFIDAVIT

I hereby certify that I have notified all the property owners of record within 200 feet of the above described property that a Special Use Permit application is being considered and the public hearing will be held at the time and place described.

Applicant (Owner or Authorized Agent): _____
(Name)

(Date)

AFFIDAVIT

I, _____ certify by my signature below that I hereby
authorize _____ to act as my agent regarding the
_____ of the below described property.

Property described

as: _____

Signature of Title Holder

Date

Subscribed and sworn to me a Notary Public on this _____ day of
_____.

Notary Public

My Commission Expires:
